

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 400 INSTITUTIONAL MANAGEMENT	SUPERSEDES: AR 400 (11/16/89)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 400 GENERAL SECURITY SUPERVISION GUIDELINES TEMP	EFFECTIVE DATE: 12/17/03

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PURPOSE

To provide guidelines and describe the appropriate maintenance of policies and procedures that will be used to manage the security operations in the Nevada Department of Corrections institutions and facilities.

AUTHORITY

NRS 209.131
NRS 209.161

RESPONSIBILITY

The Assistant Director of Operations is responsible for the Department's overall security program and operations.

The Warden is responsible for maintaining a secure institutional environment that ensures the safety of the public, provides a safe working climate for employees, and offers humane and safe living conditions for inmates confined therein.

The Associate Warden/designee is responsible for the management of the institution/facility security program and operations.

All employees of the Department have the responsibility to have knowledge of and comply with this regulation.

DEFINITIONS

None

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

400.01 GENERAL SECURITY SUPERVISION GUIDELINES

1.1 The Warden will develop and maintain a local security and staff management plan that is available to all staff. The plan will include, at a minimum the following information: **(3-4167)**

- Administrative Regulations;
- Institutional Procedures;
- Memoranda and other instructional materials issued by the Warden and Assistant Wardens to facilitate the implementation of the policies and procedures;
- All necessary staff assignment, roster and timekeeping records, in accordance with Department administrative regulations and policy;
- Post Orders that are current and which are readily available for employees assigned to posts. **(3-4171)**
- Emergency Response Manual, that contains emergency contingency plans; and **(3-4167)**

1.2 The Warden/designee will develop a written schedule to ensure that checks are performed in all areas where information is maintained to ensure that current policies and procedures are in place.

1.3 A high priority will be placed in all Department institutions/facilities to ensure the visibility of top staff in the facility, where they are available to inmates, line staff and mid-level managers for communication. Such actions will include, but are not limited to:

- The Associate Wardens and other institutional Department Heads will visit all housing and activity areas once a week; **(3-4178)**
- Shift supervisors will tour the entire facility at least once each shift every day, including weekends and holidays; **(3-4177)**
- Unoccupied areas may be toured once a week;
- The Associate Warden of Operations/designee will receive a written report or logbook of all such tours will reflect any deficiencies observed and corrective actions taken; and **(3-4176)**
- Correctional staff will inspect all cells and other living quarters once each shift. A formalized report will be submitted to the Associate Warden of Operations for each inspection or noted on the local post log and shift report. **(3-4176)**

1.4 The Associate Warden of Operations/designee will conduct at least weekly inspections of all security devices needing repair or maintenance and report the results of the inspection in writing to the Warden. **(3-4178)**

1.5 No inmates or groups of inmates will be given authority over other inmates, manage any institutional program, or have any policy or procedure setting role in the institution/facility. **(3-4175)**

REFERENCES

ACA Standards 3-4167, 3-4171, and 3-4175 through 3-4178

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

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Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.